

**COUNCIL POLICY**

**CURRENT**

SUBJECT: ROUTING PROCEDURES FOR COMMUNICATION ITEMS  
POLICY NO.: 000-22  
EFFECTIVE DATE: April 28, 1976

PURPOSE:

The purpose of this policy is to establish a procedure for the processing of communications which are referred by the Council to a City officer for a report.

POLICY:

1. When a communication item that appears on the Council docket is referred by the City Council to a City officer for a report, the City Clerk will initiate a route slip forwarding the communication and indicating the action requested by the Council.
2. The City officer preparing the report shall send one copy of it to each member of the Council and two copies of it to the City Clerk.
3. The City Clerk shall be responsible for forwarding one copy of the report received to the person or organization that submitted the communication.
4. When a communication item that appears on Council docket is referred by the City Council to a Standing Committee of the Council, the City Clerk will initiate a route slip forwarding the communication and indicating the action requested by Council. The Committee Consultant shall then be responsible for notifying the individual who made the communication to Council of the committee hearing date for his communication. The Consultant shall also be responsible for providing the individual with appropriate Committee and staff reports concerning the communication item.

HISTORY:

Adopted by Resolution R-215846 04/28/1976